



Administrative Policies and Procedures: 14.4

Subject:	Engaging Families: Family Functional Assessment and Child and Family Team Meetings
Authority:	TCA 37-5-105; 37-5-106; 37-5-107
Standards:	DCS Standards of Practice: 5-101; 5-201; 5-202; 5-203; 5-401; 5-402; 11-301A; 11-303A
Application:	All Department of Children's Services Child Protective Services and Special Investigations Unit Employees

Policy Statement:

The Family Functional Assessment process and the Child and Family Team Meetings will be used to make structured decisions about relevant child safety information and will actively encourage all families and children to participate in decisions and assessments regarding safety, placement, permanency, family strengths and underlying needs.

Purpose:

CPS case workers will initiate a Family Functional Assessment on families to identify strengths and underlying needs, to build the child and family team, and to engage families, community members and professionals in the decision making process through the Child and Family Team Meetings to develop a plan that protects children and preserves the family.

Procedures:

A. Family Functional Assessment Process

1. A Family Functional Assessment is a comprehensive assessment of the family functioning related to safety of the family members, well-being of the children and permanence of relationships. (Refer to DCS Policy [11.4, Functional Assessment Process](#) and [Documentation of the Family Functional Assessment Process Manual](#).)
2. A Family Functional Assessment must be initiated within thirty (30) calendar days of case assignment if:
 - a) The decision has been made to provide on-going services to the family; or
 - b) The child comes into DCS custody.
4. Each Family Functional Assessment will be updated throughout the life of the case.
5. A new investigation of an old case will be a continuation of the previous Family Functional Assessment.

	6. If emergency removal, the CPS case worker will initiate a Family Functional Assessment within five (5) business days of case transition. ¹
B. Child and Family Team Meetings	<p>1. A Child and Family Team Meeting (CFTM) must be held prior to any child entering State custody. If the child's immediate safety is compromised, a CFTM must be held before the preliminary hearing. (Refer to DCS Policy <u>31.7, Building, Preparing and Maintaining Child and Family Teams.</u>)</p> <p>2. CFTM's will occur during CPS investigations/assessment during at least one (1) of the following critical decision points:</p> <ul style="list-style-type: none"> a) When an immediate harm factor has been identified from the SDM Safety Assessment that may result in emergency removal and custodial interference an Immediate Protection Agreement (CS-0701) will be developed; b) When a child is at risk of- or entering DCS State custody; and c) At any time that a CPS case worker or family member determines that a CFTM would be beneficial. <p>3. Timelines and attendance: Refer to DCS policy <u>31.7, Building, Preparing and Maintaining Child and Family Teams.</u></p> <p>4. Format for the Child and Family Team Meeting: Refer to DCS policy <u>31.7, Building, Preparing and Maintaining Child and Family Teams.</u></p> <p>5. Documentation of the Plan:</p> <ul style="list-style-type: none"> a) The local DCS Regional Legal Counsel will be notified immediately upon the team's decision to recommend custody or continued custody to a Juvenile Court Judge. b) The meeting date, attendance and outcomes will be documented in the CFTM tab in TNKids by the CPS case worker and/or CFTM facilitator.
C. Documenting/ gathering information on Native American ancestry	During the FFA process or CFTM with the family, the CPS case worker will inquire if there is any Native American ancestry that might make the child/family eligible for membership in any Native American Tribe. (See DCS Policy <u>16.24, Children of Native American Heritage.</u>)
Forms:	<u>CS-0701, Immediate Protection Agreement</u>

Collateral Documents:	<u><i>Documentation of the Family Functional Assessment Process Manual</i></u>
------------------------------	--

¹ An FFA must be initiated, but the case can be transitioned without it.